Science Club for Girls

Employee Self-Assessment Form

Employee Information

Employee Name:		**Review Period:**	
Job Title:		**Review Date:**	
Dept/Function:			
Manager:			

Self-Assessment Guidelines

Complete the self-assessment by evaluating your current goals and objectives as established in your initial (new employees) or last period's (current employees) meeting with your manager. For objectives that were met, indicate resources/team members who were helpful and suggest stretch goals/development interests for next period. For objectives that were not met, indicate reasons why and what may have helped you be more successful.

Current Goals and Objectives

Were the goals/objectives achieved? If yes, what are opportunities to stretch goals/objectives next time? If not, what could/should have been done differently to be more successful? Please use reverse, as needed.

Current Period Goals
1.
2.
3.

Current Period Objectives	Measure	Timeframe	+/-
1.			
2.			
3.			
4.			
5.			

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Evaluation

Use this rating key for the following evaluation. Select appropriate rating for each competency area, and calculate results for overall rating. Note MGMT competencies apply to evaluation of Supervisor/Managers only.

ASSESSMENT	DESCRIPTION
Exceeds Expectations	• *Consistently performs above expected level of proficiency for position* • *Works independently; sought as trainer/mentor for new hires* • *Exhibits strong and consistent leadership*
Fully Competent	• *Recognized as a valuable team contributor* • *Fully competent in her/his position* • *Demonstrates professional attributes appropriate for level*
Requires Development	• *Has not had sufficient exposure* • *Inconsistently meets expectations of set objectives/job description* • *Not appropriately self-sufficient*
Unacceptable	• *Fails to meet expectations of set objectives/job description* • *Does not demonstrate professional attributes appropriate for level* • *Immediate improvement required*

	(4) = Exceeds Expectations	(3) = Fully Competent	(2) = Requires Development	(1) = Unacceptable
Active Learner/Teacher	☐	☐	☐	☐
Adaptable to Change	☐	☐	☐	☐
Builds Strategic Relationships	☐	☐	☐	☐
Communicates Effectively	☐	☐	☐	☐
Demonstrates Good Decision-making and Judgment	☐	☐	☐	☐
Demonstrates Leadership	☐	☐	☐	☐
Effective Planner & Organizer	☐	☐	☐	☐
Self-Directed and Results-Oriented	☐	☐	☐	☐
Team-Builder and Collaborator	☐	☐	☐	☐
Understands/Demonstrates Job Knowledge/Technical Expertise	☐	☐	☐	☐
Values Diversity	☐	☐	☐	☐
MGMT: Leadership	☐	☐	☐	☐
MGMT: Managing/Delegating	☐	☐	☐	☐
MGMT: Staff Development	☐	☐	☐	☐
OVERALL RATING	☐	☐	☐	☐

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Professional Development

Provide additional detail and commentary regarding the competency areas rated above. In particular, note (a) areas of under-performance and suggestions for development/improvement and/or (b) areas of exceptional performance and opportunities for growth.

Competency Area for Improvement/Growth	Recommended Action
1.	
2.	
3.	
4.	
5.	
Additional Employee Comments:	